Proctored Assessment - Faculty

Many distance learning instructors require proctored tests. For a variety of reasons, other instructors may need to arrange a proctored test for a student on occasion. Whatever the case, ensuring the integrity of a proctor is important.

There are two methods by which a proctored arrangement may be established. However, it is the instructor who determines the option best suited for his/her course.

It is the student's responsibility to manage the proctoring process. The Pensacola State College eLearning Department will work with the student and instructor to verify the integrity of the arrangement. The eLearning Department recommends individuals associated with the following organizational groups as suitable proctors:

- Official testing center (university, college, commercial, military)
- College or university library
- Embassy education office
- Public school administrator, professional staff, or instructor
- College professor or administrator

The online, fee-based proctoring service called ProctorU is also available to PSC students. However, the decision to allow students to use the service is left to the instructor. Past experience has taught us that ProctorU can be an effective alternative when no other proctoring arrangements can be made (i.e., home-bound students, military deployment, etc.). Click here for information regarding ProctorU. Note, the remainder of this document may be ignored in cases where ProctorU is to be used.

Two additional pieces of information are included in this document:

1) A checklist of things instructors should do to facilitate the proctoring process. This is an important piece of information, so please read carefully.

2) A template for a letter that should be sent from the instructor to the proctor after the approval/verification process is complete. The letter may be copied and modified as need by the instructor.

Questions? Please contact the eLearning Department at 850-484-1238 or elearning@pensacolastate.edu.
Checklist for Proctored Testing

___ Let students know that arrangements for all proctored tests are their responsibility, and that they need to obtain your approval before moving ahead.

___ Remind students to **plan ahead**. Verifying a proctor takes time.

___ Make sure you have provided students with clear information regarding your testing requirements. For example:

- If students are required to take some (or all) tests in a proctored environment, make sure they are aware of this **before the end of the drop/add period**.

- If PSC Testing Centers are involved in your proctoring plans, please make sure all centers have your testing schedule, access codes, etc., well in advance of testing dates. The best time to do this is at the beginning of the semester.

- If students are allowed to use ProctorU, provide a link in your course to the “ProctorU - Information for Students” document (see above). Instructors should also review this document carefully so to be aware of the process.

- If students are allowed to use ProctorU, make sure you have completed and submitted to ProctorU, an “Assessment Directive Form.” Note: This is extremely important and should be done at the beginning of the semester. ProctorU needs this information to block out testing time for your course. Students may be charged a late fee if arrangements have not been made by a specified date.

- If students are not allowed to use ProctorU, let them know this early in the semester.

- If your tests require the Respondus LockDown Browser, let your students know this early in the semester, and make sure your proctor has the required access codes.

___ Provide the proctor with specific instructions. Leave nothing to interpretation.

___ Make sure the student has informed you of the time and place for the testing session so you will know when to expect the completed exam.

___ If your test is in a paper format, you will need to deliver it to the proctor directly (via traditional mail, fax, email attachment, .pdf file, scanned document, etc.) and include a pre-paid container and instructions for return delivery.

___ Remind your students periodically to make arrangements for proctors well in advance of any test. Making these arrangements can take time.
Dear Sir or Madam,

First and foremost, thank you for your willingness to assist in the assessment of one of our students. Below you will find a list of your responsibilities and specific instructions for administering online and paper-based examinations. If you have questions prior to administering the exam, please do not hesitate to contact the instructor or the eLearning Department at (850) 484-1238 or elearning@pensacolastate.edu.

Proctor Responsibilities

- Verify the student via photo ID.
- Follow any specific instructions provided to you by the instructor.
- If required, provide the student with access to a computer with Internet access. Computer tests will require the proctor to download and install the Respondus LockDown Browser. (Please contact the eLearning Department at 850-484-1238 or elearning@pensacolastate.edu for instructions regarding the download.)
- Ensure no copies of the exam are made.
- Ensure the student does not access notes or other resources while taking the exam (unless otherwise stated by the instructor).
- Stop the examinee when the allotted time has been expended.
- Keep the exam password secure (if applicable).

Instructions for Administering an Online Examination:

1. Ask the student to access his/her Pensacola State College eLearning account and proceed to the exam access point.
2. Ask the student to step away from the computer.
3. Enter the password/access code provided to you by the instructor.
4. Allow the student to proceed with the exam.
5. Note the time allotted for the exam.
6. Make sure the student “submits” the exam online when finished.
7. Ask the student to log off the eLearning system when the exam is complete.
8. Questions? Call the Pensacola State College eLearning Department at (850) 484-1238.

Instructions for Administering a Paper-Based Examination:

1. If received via email, print the examination.
2. Note the time allotted for the examination.
3. Provide the student with the examination and instructions.
4. Stop the exam at the end of the allotted time period.
5. Return the completed exam directly to the instructor.
6. Questions? Call the Pensacola State College eLearning Department at (850) 484-1238.